

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
THURSDAY, AUGUST 2, 2001  
ROOM 113, COUNTY-CITY BUILDING  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bob Workman, Vice Chair  
Bernie Heier  
Ray Stevens

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Chief Deputy Administrative Officer  
David Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Trish Owen, Deputy County Clerk

The staff meeting was called to order at 8:15 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JULY 26, 2001**

**MOTION:** Workman moved and Stevens seconded approval of the staff meeting minutes dated July 26, 2001. Workman, Stevens and Campbell voted aye. Heier abstained. Motion carried.

**2 ADDITIONS TO AGENDA**

- a. Juvenile Detention Construction Meeting**
- b. Office Space for Sue Eckley, Workers' Compensation and Risk Management Manager**
- c. EMS**

**MOTION:** Heier moved and Stevens seconded approval of the additions to the agenda. Stevens, Heier, Workman and Campbell voted aye. Motion carried.

**a. Juvenile Detention Construction Meeting**

Kerry Eagan, Chief Administrative Officer, reported that construction is on schedule, however, the weather could possibly delay the completion date because much of the remaining work is outside. He added that there would be a final change order which will be brought to the Board.

**b. Office Space for Sue Eckley, Workers' Compensation and Risk Management Manager**

Eagan stated office space had been located for Sue Eckley, Workers' Compensation and Risk Management Manager, at 233 South 10 Street. He added that she may speak with Dave Kroeker, Budget and Fiscal Officer, regarding assistance for new draperies.

**c. EMS**

Heier reported that Dr. Dale Michaels gave him an analysis of the service calls made by the Lincoln Fire Department (Exhibit 1). It was noted that improvement has been made, however, it took several months to reach a 90 percentile rate of eight minutes or less responding time.

Campbell requested a motion to add an addition to the agenda regarding a letter from the Sheriff's Office.

**MOTION:** Workman moved and Stevens seconded to add the addition to the agenda regarding a letter from the Sheriff's Office. Heier, Stevens, Workman and Campbell voted aye. Motion carried.

**d. Letter from Sheriff's Office**

Campbell read a letter from the Sheriff's Office regarding the hiring of two full-time employees into the record (Exhibit 2). She indicated that she and Terry Wagner, County Sheriff, had discussed the Board approving the hiring of the new deputies so that they could be enrolled in the Basic Training Class for September. She explained that if a shortfall exists due to the aircraft not being sold and the safety grant not being obtained the Board could make an adjustment at mid-year. Campbell said the Sheriff's budget would not be adjusted to add the full-time employees, however, they would be allowed to attend training.

**MOTION:** Heier moved and Stevens seconded to authorize the Sheriff to proceed with preliminary procedures in the hiring of two full-time employees in anticipation of obtaining a safety grant. Heier, Stevens, Workman and Campbell voted aye. Motion carried.

**3 FISCAL YEAR 01-02 MICROCOMPUTER BUDGET** - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, disseminated documentation titled *Micro Computer Purchases from Micro Computer Fund* (Exhibit 3) and *P.C. Requests for FY02* (Exhibit 4). He noted that approximately \$174,000 was expended in 2000.

Board consensus was to approve the migration from R:Base to Access and to upgrade a 14 inch monitor to a 17 inch monitor and to hold the document archive writer for Records Management (605).

Board consensus to authorize the following as shown on Exhibit 4:

- ▶ County Board/Administrative Services (Campbell noted that the Board needs to discuss the future use of laptops)
- ▶ County Assessor
- ▶ Clerk of the District Court
- ▶ County Court
- ▶ Juvenile Court
- ▶ District Court
- ▶ Public Defender
- ▶ Extension

Requests from the Sheriff's Office, County Attorney's Office, Adult Probation County Court and Intensive Supervision Probation will be reviewed at the staff meeting scheduled for Thursday, August 9, 2001.

**4 ASSESSMENT CENTER STAFFING AND BUDGET** - Gus Hitz, Lancaster County Youth Assessment Director; Sheryl Schrepf, Families First and Foremost Director; Dennis Banks, Juvenile Detention Center Director; Michelle Schindler, Juvenile Detention Center Deputy Director

Gus Hitz, Lancaster County Youth Assessment Director, summarized and disseminated documentation titled *Youth Assessment Center FY02 Budget Estimate* (Exhibit 5). An estimated \$144,782, he stated, would be needed from the County or other sources to open the Youth Assessment Center.

Also reviewed by Hitz were the following:

- ▶ Estimated Fiscal Year 2002 personnel budget costs
- ▶ Estimated annualized personnel budget costs
- ▶ Estimated non-personnel operational costs
- ▶ Estimated total operational costs for an eight month period and a one year period
- ▶ Management Information System (MIS) estimated development and ongoing maintenance costs

Campbell inquired if all 12 employees would be needed beginning the first day.

Hitz responded they would need all 12 employees if they want to operate the Assessment Center 24 hours a day, seven days a week.

Heier asked if staff could be intertwined between the Assessment Center and the Juvenile Detention Center.

Hitz replied that that was the intent of both himself and Dennis Banks, Juvenile Detention Center Director. He further explained that they have proposed that the Intake Specialist position be a shared staff. Hitz stated they are requesting a total of six employees, however, three would come from the Assessment Center budget and three would come as an additional request for employees from the Detention Center budget.

Banks stated he felt the proposal would work well.

Campbell suggested contracting for the mental health clinician.

Hitz stated if they were to contract for the mental health clinician through the Community Mental Health Center or Child Guidance they would also set up the opportunity for Medicaid reimbursement.

Workman asked Banks if he had accounted for the three employees in his budget.

Banks responded that he had not.

In response to a question asked by Stevens, Hitz responded he thought they would operate 24 hours a day, seven days a week as far as intake, however, they could cut back on the mental health clinicians.

Sheryl Schrepf, Families First and Foremost Director, suggested they review their options, look at the Intake Specialist as a 24 hour, seven day a week position and also review options for the mental health clinicians.

**5 COUNTY ROAD PROJECT ON VAN DORN STREET BETWEEN 112<sup>TH</sup> AND 120<sup>TH</sup> STREETS - Don Thomas, County Engineer**

Jack Wolfe, attorney representing Dick and Ann Hudson, stated his clients are concerned about what was happening with the Van Dorn alignment.

Don Thomas, County Engineer, discussed the County road project which would realign Van Dorn Streets between 112<sup>th</sup> and 120<sup>th</sup> Streets using two site maps to show various options and their impact.

**6 COUNTY SPECIAL PERMIT NUMBER 186 FOR DIAMOND HEAD GOLF COURSE, 140<sup>TH</sup> AND WEST HOLDREGE STREETS - Mike DeKalb, Planning Department**

Mike DeKalb, Planning Department, disseminated a copy of a letter from Dean E. Eisenhower, Hydrologic and Irrigation Engineering, to Trent Anderson, applicant, regarding groundwater investigations at Diamond Heal Ranch Golf Course (Exhibit 6). Also disseminated was the Lincoln-Lancaster County Planning Staff Report (Exhibit 7). DeKalb stated Planning staff, as well as Planning Commission recommended denial of the Special Permit, noting groundwater concerns.

**7 COUNTY GARAGE AT 444 CHERRYCREEK ROAD - Don Killeen, County Property Manager**

Bill Jarrett, Chief Deputy Sheriff, distributed a copy of a letter to Kathy Campbell, Chair of the Lancaster County Board, regarding a garage facility (Exhibit 8).

Don Killeen, County Property Manager, distributed a copy of a letter from Sinclair Hille Architects regarding a proposal for assisting the County in preparing a Request for Design/Build Proposal for a metal storage facility (Exhibit 9).

Killeen stated Star City 5 TV, Building and Safety and Emergency Management may be also be interested in storage space.

In response to a question asked by Don Thomas, County Engineer, regarding location of the facility, Killeen stated Mike Merwick, Director of Building and Safety, had done some initial review of what would be possible.

Doug Ahlberg, Emergency Management Director, stated he had looked at the impoundment lot on the west side of the County Engineer's parking lot which he felt would be somewhat limited.

**MOTION:** Workman moved and Stevens seconded to authorize Don Killeen, County Property Manager, to proceed with Sinclair Hille Architects in the preparation of a Request for Design/Build Proposal for the construction of a metal building storage facility. Workman, Stevens, Heier and Campbell voted aye. Motion carried.

## **8 AGRICULTURAL SOCIETY BUDGET** - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, reviewed documentation contained in the Commissioners packets (Pages 17 through 26) regarding the Agricultural Society levy for the Events Center. He stated they are currently requesting \$263,900 to complete the project.

Jim Countryman, Lancaster County Agricultural Society Treasurer, disseminated and summarized documentation titled *\$5,000,000 Joint Public Agency (JPA) Disbursement* (Exhibit 10).

Countryman stated that from a cash perspective it would appear they overspent because they had loaned the operating side cash during the first six months of operation.

Countryman distributed documentation titled *Capital Construction Budget Summary* (Exhibit 11). He gave a brief overview of the document noting that the first page reflects their cash balance as of July 31<sup>st</sup>.

In response to a question asked by Workman regarding an outdoor sign, Charles Willnerd, Lancaster County Agricultural Society President, explained that they had start-up and operating costs which were not anticipated. He also reported that they also proceeded on some extra things, such as the campground.

Willnerd stated there were two functions for the outdoor sign. One is the designation of the property and the second would be vendor advertising.

Campbell asked if they could enter into a Nebraska Association of County Officials (NACO) lease/purchase agreement for the sign since they anticipate the advertising would pay for the sign.

Willnerd stated he didn't want to place any more risk on the Events Center than necessary. He added that they would be agreeable to the Board controlling the funds for the sign if they decide to move forward.

**9 EXECUTIVE SESSION (PENDING LITIGATION AND PERSONNEL MATTER) - William F. Austin, Esquire**

**MOTION:** At 11:39 a.m. Heier moved and Workman seconded to enter into Executive Session for the purpose of discussing pending litigation and a personnel matter. Workman, Heier, Stevens and Campbell voted aye. Motion carried.

**MOTION:** At 12:06 p.m. Workman moved and Heier seconded to exit Executive Session. Stevens, Heier, Workman and Campbell voted aye. Motion carried.

(Commissioner Heier exited the meeting at 12:07 p.m.)

**10 ADMINISTRATIVE OFFICER REPORT**

**a. Interoffice Envelopes**

This item was held.

**b. Election Commission Move**

Eagan reported Dave Shively had inquired on the procedure for notifying the media regarding their upcoming move.

Board consensus to request Shively to work with Gwen Thorpe, Deputy Chief Administrative Officer, regarding notification to the media.

**c. Senior Center Skywalk**

This item was held.

**d. National Institute of Corrections Meeting**

This item was held.

**e. Removal of County Interlinc Sites in Villages**

Eagan reported Terry Lowe, Information Services Project Manager, is ready to remove the hardware and internet access at the County InterLinc sites.

**MOTION:** Workman moved and Stevens seconded to authorize Terry Lowe, Information Services Project Manager, to remove the hardware and internet access at the County InterLinc sites. Workman, Stevens and Campbell voted aye. Heier was absent from voting. Motion carried.

**f. Management Team**

This item was held.

**11 DISCUSSION OF BOARD MEMBER MEETINGS**

**a. Lancaster Manor Advisory Committee - Workman**

Workman reported that Pastor Janet Morse is being recommended to replace Alton Schwandt.

**b. Fairgrounds Joint Public Agency - Heier, Workman**

Workman stated there may be two more meetings for the Joint Public Agency and then it will be dissolved.

**c. Parking Committee - Campbell**

No report given.

**d. Public Building Commission - Campbell, Hudkins**

No report given.

**e. Budget Monitoring Committee - Campbell, Stevens**

No report given.

**f. Railroad Transportation Safety District - Hudkins, Stevens,  
Workman**

Stevens noted a discrepancy in the figures.

**g. Region V - Campbell**

Campbell indicated she would attend the Region V meeting in place of Commissioner Heier.

**12 ADJOURNMENT**

**MOTION:** Workman moved and Stevens seconded adjournment of the staff meeting at 12:25 p.m. Workman, Stevens and Campbell voted aye. Heier was absent from voting. Motion carried.

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Bruce Medcalf  
County Clerk